

DEPARTMENTAL REGULATION		Number: 5013-001
SUBJECT: Departmental Blanket Purchase Agreements	DATE: December 4, 1990	
	OPI: Office of Operations, Procurement Division	

1 PURPOSE

To distribute a list of Departmental Blanket Purchase Agreements.

2 BACKGROUND

Many Federal Supply Schedule (FSS) contracts offer substantial quantity discounts. Accordingly, we have entered into Blanket Purchase Agreements with the FSS contractors listed in Appendix A. These agreements permit placement of orders on a Departmental bases and will enable all Agriculture agencies to obtain quantity discounts during the period of each Blanket Purchase Agreement (BPA).

3 CANCELLATION

This Regulation revises Departmental Regulation 5013-1, dated October 1, 1986, and replaces Amendments 1 through 6.

4 PROCEDURES

a The following provisions govern the handling of orders placed with each contractor under a BPA:

- (1) Orders may be issued by any ordering office of the

Department of Agriculture. Each order will refer to the BPA Number and will be written at the contract price for the quantity discount shown in Appendix A.

Unless otherwise indicated, all BPA's shown in Appendix A are in effect for the duration of the referenced FSS contract. Contract extensions automatically result in BPA extensions.

(2) Each company will send invoices for payment directly to the billing address shown on each order.

(3) No single order placed under a BPA shall exceed the maximum order limitation prescribed in the applicable GSA contract.

(4) If the total quantities purchased under each BPA are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under the BPA, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by each company on a pro rata basis to the billing address shown on the respective orders.

b BPA's with other FSS contractors will be announced as additional agreements are established.

c BPA's are a tool to be used by contracting officers in order to take advantage of maximum discounts available under FSS

contracts. The establishment of a BPA with a particular vendor should not be viewed as an endorsement of one vendor's products over another vendor's products. Agency contracting officers are responsible for acquiring equipment and supplies in accordance with all applicable regulations.

5 INQUIRIES

Direct all inquiries through agency channels to Sue Poetz, Policy Team, Procurement Division, Office of Operations, on FTS 720-5972. Contact OCIO, IMD on 202-720-8958 for the paper copy of the following Image(s): Appendix A Blanket Purchase Agreements.